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7 September 1967

MEMORANDUM FOR: Deputy Director for Plans
Deputy Director for Intelligence
Deputy Director for Support
Deputy Director for Science and Technology
Deputy to the DCI for National Intelligence
Programs Evaluation
Director of National Estimates
General Counsel
Inspector General
Legislative Counsel
Special Assistant for Vietnamese Affairs

SUBJECT : Requests for the Director to Meet with
Visitors

1. The following guidelines are set forth to improve procedures for alerting the Director to upcoming events and visits in which his participation is recommended and to ensure a more orderly schedule.

a. All requests for the Director to meet with distinguished visitors (i. e., Congressmen, U. S. Government officials, officials of foreign intelligence organizations, Agency consultants or panels, etc.) should, when time permits, be submitted in writing with an information copy for the Deputy Director.

b. If possible, requests should be submitted at least two weeks (but generally no more than four weeks) in advance of the date of the proposed meeting.

c. Written requests should be as brief as possible, with pertinent background material attached as appropriate. As a minimum, they should contain the date and time of the proposed meeting, its purpose, and the reason for and extent of the Director's suggested participation.

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2. The Director's office will advise the originator of any such request whether and to what extent the Director will participate, as well as any wishes he may have regarding the handling of the proposed meeting.



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L. K. White
Executive Director-Comptroller

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